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NPIC/TSG/RED-211-70

25 August 1970

MEMORANDUM FOR: Chief, Planning, Programming & Budgeting Staff, NPIC

ATTENTION :

SUBJECT :

Utilization of Mag-Card Selectric Units in RED

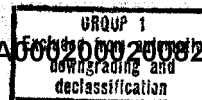
1. Per our discussion [ ] has expanded his research into the extent of the documentation produced in RED, toward the goal of producing reasonable projections as to future use of the IBM Mag-Card Selectric. [ ] has reviewed all RED documentation back through January 1970 with the following results:

<u>Months</u>	<u>Documents</u>	<u>Pages</u>
January	99	162
February	80	128
March	90	159
April	73	158
May	75	129
June	72	144
July	60	118
August	39	90
TOTALS	588	1,088

This data clearly demonstrates, as we have indicated, that the last two month period is not a realistic sample; since, it covers a slow period. This is predictable and falls in line with the normal R&D cycle.

2. Starting in May 1970 we received one Mag-Card Selectric. The machine was not available full time until late in May; this was due to lost time--related primarily to training and familiarization and some initial down time due to debugging some defective circuit boards. A second piece of equipment was received about the 2nd of July; however, this was not set up and operating until approximately the second week of July. Over this limited period 50 documents were typed in smooth utilizing the IBM Mag-Card machine. During the same time frame 27 documents were typed on our regular machines. A number of this latter group would have been typed on the IBM Selectric if the equipment had been available. Bear in mind we have six secretaries in the Division and, for the majority of this time frame, we had only one machine. Also, of considerable significance, is the fact that these documents

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represent only smooth typed copy and each one represents an average of three typings--this average is derived over the total documentation and is obviously much higher for project approval request and much lower for simple memoranda.

3. You should also consider in your utilization of this information that over 90% of the development objectives created for FY-70/71 projects were typed before the Mag-Card Selectric was available; since, the majority of this activity falls in the first half of the fiscal year.

4. To date a number of charts have been typed utilizing the Selectric; these are normally charts which are dynamic in nature and require constant revision and updating. This data is included in the following tabulation:

<u>Month</u>	<u>Reg</u>	<u>IBM</u>
January	1	
February	5	
March	8	
April	7	1
May	2	2
June	1	7
July	3	2
August		1

5. Furthermore, we have reviewed our budgetary exercises and have determined that 93 pages of budgetary descriptive material has been retyped at least three times and could have been expedited on the Mag-Card system; since, only minor corrections are required. Our five-year plan consisting of some 43 pages with multiple copies required could have been expedited through this process; our research and development category papers with all the accompanying development rationale amounting to some 30 copies could have been more efficiently produced utilizing this system. For most of this budgetary work the system was either not available or in constant use. It is predictable that it will be used extensively in all our future exercises.

6. Since this data covers a period in which we are becoming familiar with the equipment, and daily discovering new applications, it would appear realistic to apply some "expansion factor" to allow for this predictable increase in utilization.

Chief, Research & Engineering Division,

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Approved For Release 2004/03/26 : CIA-RDP78B05171A000200020082-6

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NPIC/TSG/RED/ [ ] (25 August 1970)

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